

DAY CAMP COUNSELOR

Reports To: Recreation Supervisor – Community/Special Events

FLSA Status: Exempt

Civil Service Status: Unclassified

General Function:

Assist with the coordination and daily operation of the summer day camp program for youth ages 4-12. Plan, implement, and coordinate a specified program area for all camp participants. Duties are performed under the direction of the Day Camp Coordinator and the Recreation Supervisor - Programs & Events. This position requires general knowledge of sports, crafts, nature, and outdoor activities.

Essential Functions:

Attendance: punctual and regular attendance required.

Guide and direct 8 to 10 campers in a wide variety of camp activities serving as their counselor and leader; ensure safety of campers at all times; ensure cleanliness of camp area at all times; and maintain camper discipline as necessary. Personal interaction with campers and parents required on a daily basis; must be able to communicate clearly with campers, parents, and staff members.

Other Duties:

Maintain good working relationship with all City employees, the public, parents, and campers; set good example for campers, encourage respect for personal property, camp equipment, and facility; assist in post camp evaluation of the program.

Minimum Requirements for Entry to Position:

High school diploma or equivalent, prefer college graduate or working towards a bachelor's degree in recreation administration, education, or a related field; experience with youth camps preferred; excellent communication and interpersonal skills, public relations, organization, and planning skills; general knowledge of necessary safety precautions to ensure a safe environment for the campers, employees, parents, and public; valid driver's license.

Special Requirements:

Ability to work outside the normal 8 am to 5 pm workday and to work various shifts as necessary; current CPR/AED certification.

Approved: _____ Date _____
City Manager